377 ABW Civilian Call

NSPS AND YOU

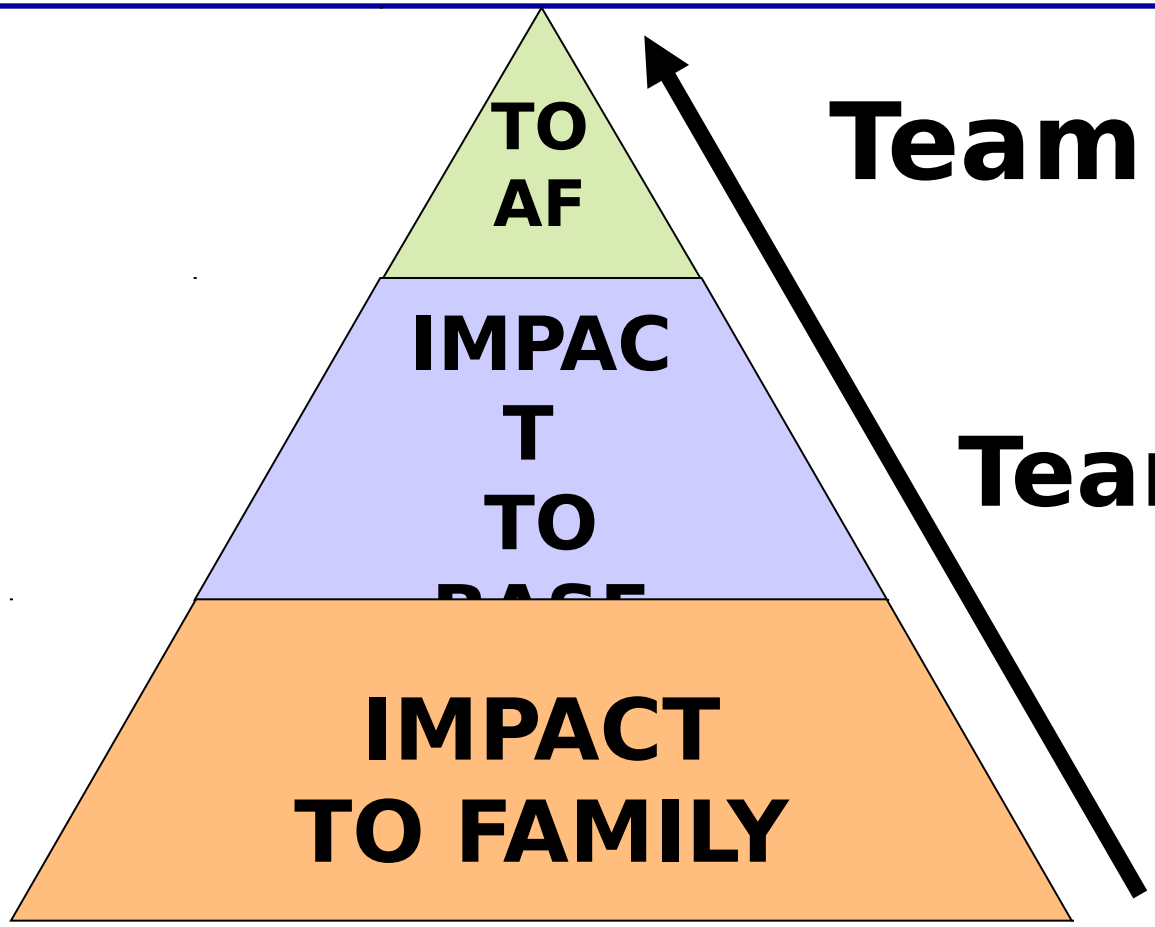
U.S. AIR FORCE

NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

19 Oct 05

Why Are We Here



NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

NSPS And You

- Impact to Family
  - Pay
  - Raises and Bonuses
  - Adverse Actions
  - Protections
- Impact to Base
- Impact to Air Force

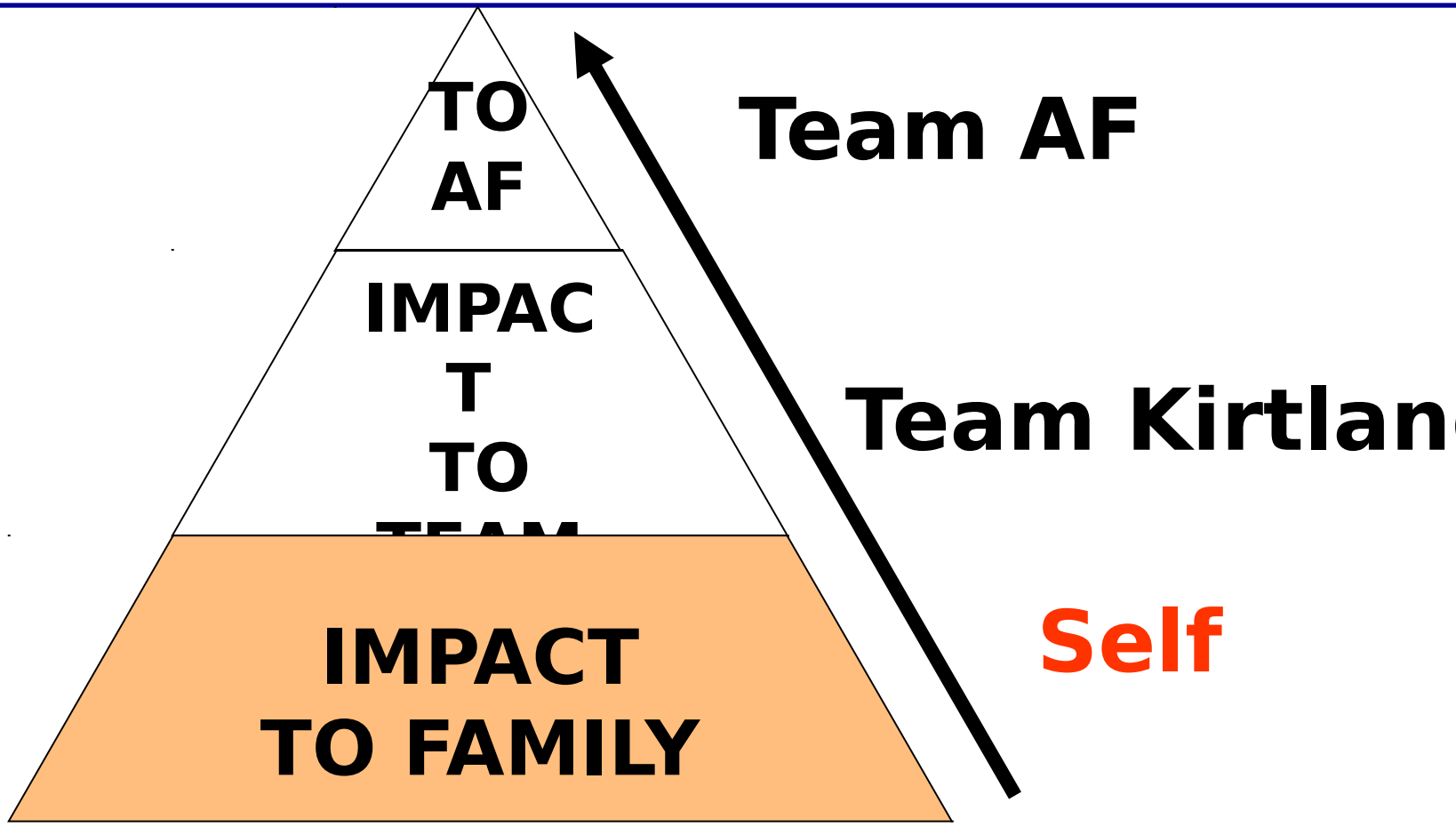
NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Our Sources

- Briefing based upon **proposed** regulations and NSPS fundamentals briefing on NSPS website
  - Recommend frequent visits to DoD and KAFB website to monitor event driven process
  - Employees and supervisors will receive applicable training once final regulations are approved

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Impact To Family



NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Base Pay Is Safe

- **Conversion of Positions and Employees to the NSPS Classification System (9901.231): Policies and procedures will guarantee that employees will not experience a reduction in their salary upon conversion.**
  - DoD will convert employees to the system without a reduction in their rate of pay **(including basic pay and any applicable locality payment, special rate, or local market supplement.**

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Keep Time Toward Step Increase

- **Conversion of Employees to the NSPS Pay System (9901.373) Cont'd:** The Secretary may make one-time pay adjustments for GS employees and others upon their conversion. The implementing issuances will describe the aspects of this one-time increase.

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Same Total Dollars

- **National Security Compensation Comparability (9901.313):** To the maximum extent practicable for FY 2004 through 2008, the overall amount allocated for compensation of NSPS employees will not be less than would have been allocated had they not been converted to NSPS. These calculations are in the aggregate, not per employee or work unit.

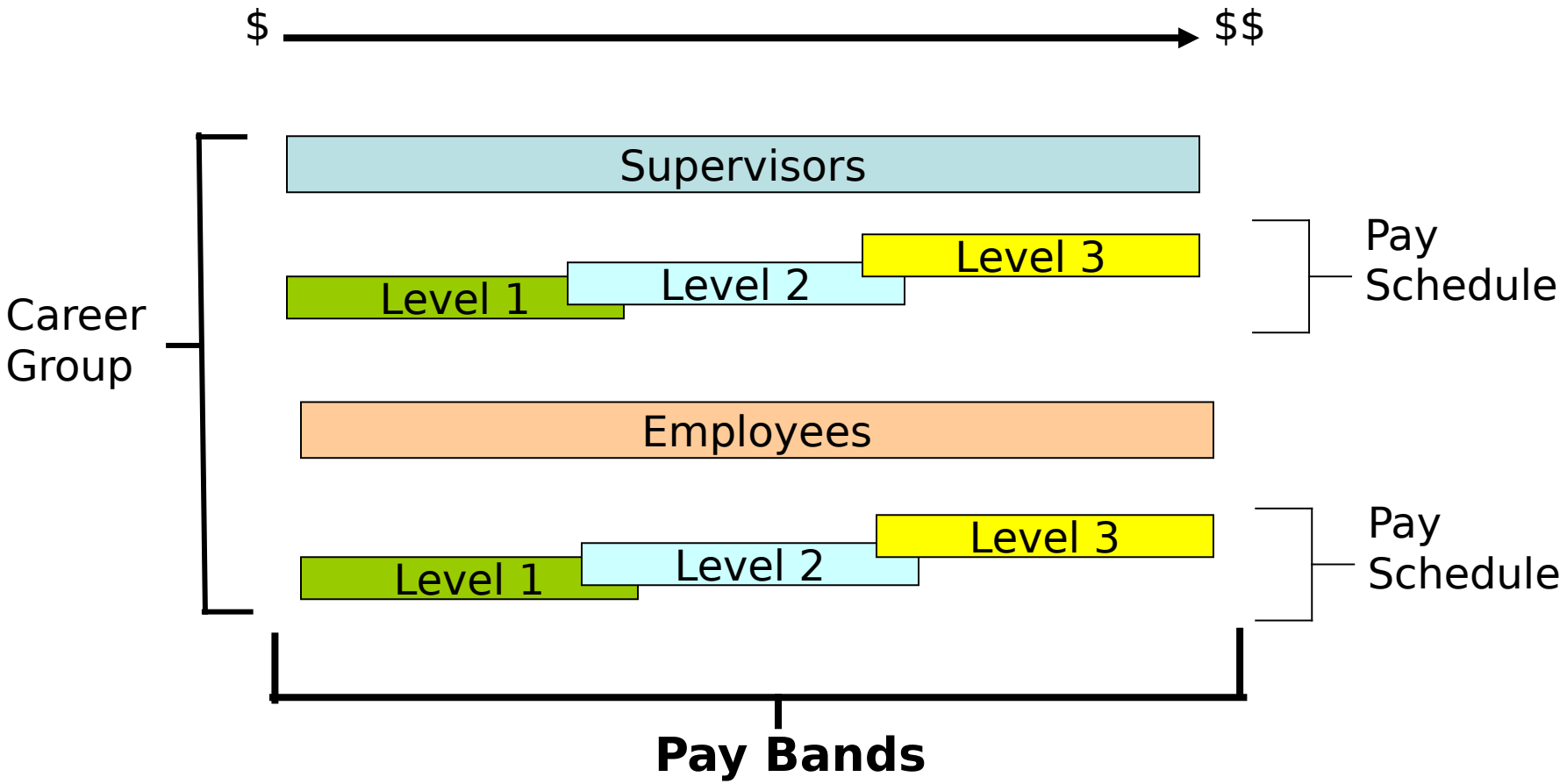
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Raises Almost Guaranteed

- **Eligibility for Pay Increase Associated with a Rate Range Adjustment (9901.323):**
  - Employees with a current rating of record above "unacceptable" will receive a percentage increase in basic pay equal to the percentage by which the minimum rate of their rate range is increased
  - Employees with current rating of record of "unacceptable" will not receive a pay increase

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Pay Bands and Pay Schedules



NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

You'll Know the Limits/Opportunities

- **Structure for Setting and Adjusting Rate Ranges (9901.321):** The Secretary has the authority to set minimum and maximum rates of pay for each pay band.
  - Mission Requirements
  - Labor Market Conditions
  - Availability of Funds
  - Local Market Conditions

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Raises And Bonuses

- **Performance Payouts (9901.342):** NSPS will establish a performance-based system to distribute pay raises and bonuses based on individual performance, contribution, organizational performance, or a combination of those elements.
  - NSPS will use a pay **pool concept** to determine performance payouts, which will be in the form of performance shares (units of pay pool funds), expressed as salary increases, bonuses, or both.

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Allotment Example

- **Performance Payouts – Continued (9901.342):** This table illustrates how share ranges could be associated with a five-level rating system. In this chart, Level 5 represents the highest level of performance.
- Note: This is one example of what could be implemented.

Rating Level	Share Range
Outstanding	9 -10
Excellent	6 - 8
Satisfactory	1 - 5
Marginal	0
Unsatisfactory	0

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Allotment Example

- Comes After Minimum Raise Applied to All
- 10 Employees
- 5 Shares Per Employee = 50 Shares
- Raise = # Shares X Total Dollars 50
- 6 Shares for Spot Awards

Employee	1	2	3	4	5	6	7	8	9	10
Rating	M	S	S	S	S	S	S	E	E+	O
Share	0	2	2	3	3	4	4	7	8	10

Still Offer “Spot” Awards

- **Other Performance Payments (9901.344):** Other discretionary performance payments include payments to recognize organizational or team performance, extraordinary individual performance, or other special circumstances.
- But……must hold money from raises/EOY bonuses to use

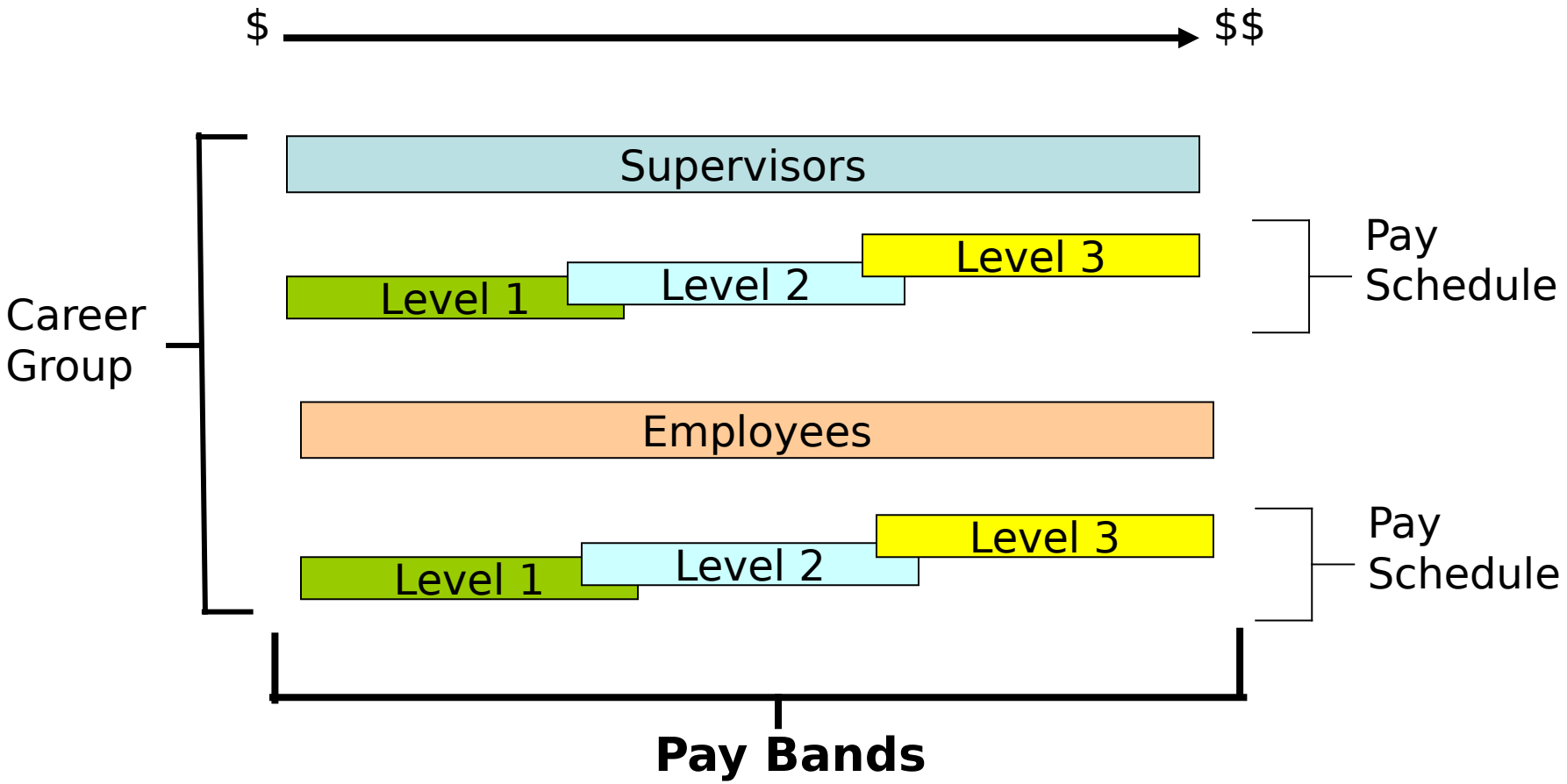
NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Promotion Salary Flexibility

- **Setting Pay Upon Promotion (9901.353):**
  - DoD may set pay anywhere within the assigned pay band when an employee is promoted to a position in a higher pay band.

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Pay Bands and Pay Schedules



NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Reassignment Salary Flexibility

- **Setting Pay Upon Reassignment (9901.352):** Pay for voluntary or involuntary reassignments may be set anywhere in the rate range for the assigned pay band, subject to DoD implementing issuances. Also, depending on the adverse action procedures in these regulations and implementing issuances, an employee could be subject to a salary reduction of up to 10%.

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Temporary Promotions Revert

- **Conversion of Employees to the NSPS Pay System (9901.373) Cont'd:** Temporarily promoted employees before the conversion will return to their official position prior to the change. Temporary promotions made after the conversion are subject to the new NSPS system.

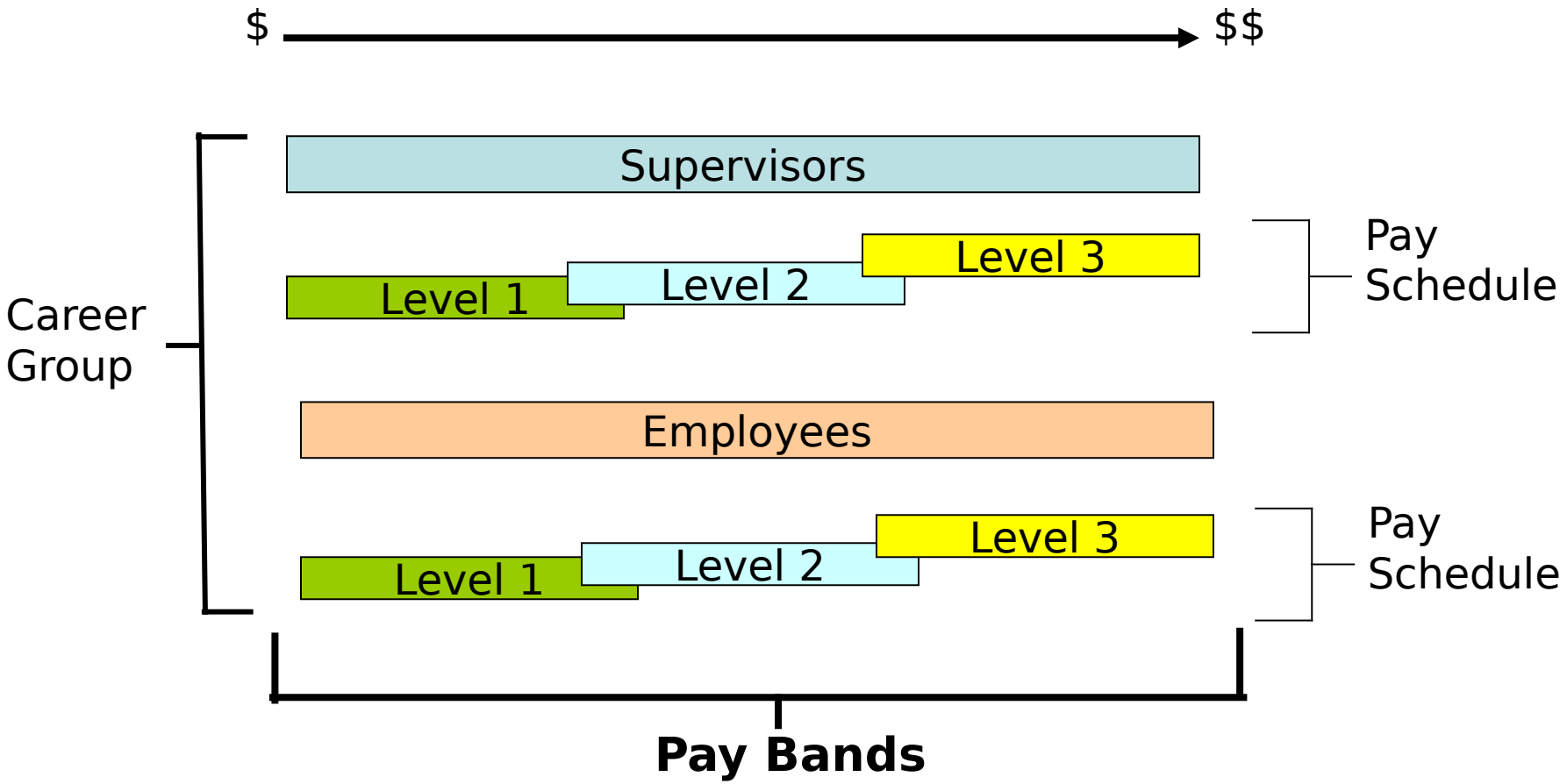
NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Can Be Corrective Tool

- **Pay Reduction Based Upon Unacceptable Performance and/or Conduct (9901.343):**
  - Employee's rate of basic pay may be reduced based on a determination of unacceptable performance and/or conduct
  - Such reduction may not exceed 10 percent unless the employee has been changed to a lower pay band and a greater reduction is needed to place the employee at the maximum rate of the pay band.

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Pay Bands and Pay Schedules



NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Protections

THEY'RE STILL IN PLACE

NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

RIF Rules Similar

- **Retention Standing (9901.607):** Lists will be in descending order based on the following criteria:
  - Tenure: Career employees (including probationary employees) followed by employees on term appointments, and then other employees
  - Veterans' Preference
  - Rating of Record
  - Length of Service

These have changed places in order of merit

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Bumping Rights Remain

- **Displacement, Release, and Position Offers (9901.608):** Employees displaced because of position abolishment, or by a higher standing employee on the retention list, may displace a lower-standing employee on the same list if qualified for the position.
  - Does not translate to other retention lists

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Adverse Action

- **Adverse Action (9901.608):** A system is established for taking adverse actions based on misconduct and/or unacceptable performance.
  - Proposed regulations eliminate requirement for a formal, set period for an employee to improve performance before management may take an adverse action.
  - Under the performance management system, management must explain required level of performance

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Adverse Action

- **Adverse Action – Standard for Action (9901.608) Cont'd:**
  - If an employee fails to perform at an acceptable level, management may use training, feedback, counseling, and at management's discretion, an improvement period, to resolve performance deficiencies.
  - If an employee is unable to perform as expected, management may take an action.

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Collective Bargaining

- **Employee Rights (9901.906):**
  Employees may bargain collectively over conditions of employment, join (or choose not to join) a labor union, and act for a labor union as a representative. There is no significant change from chapter 71 of title 5.

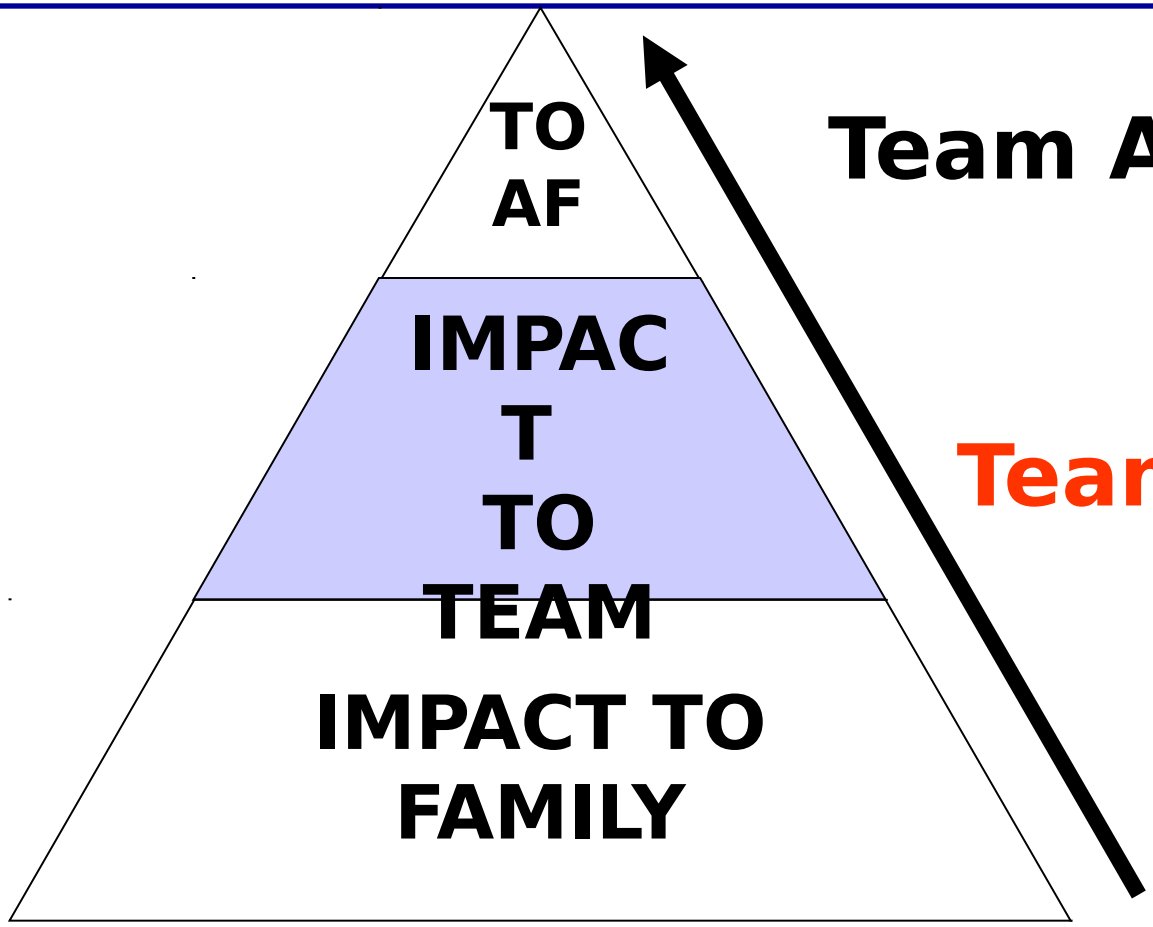
NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Union Representation

- **Representation Rights and Duties (9901.914):** The proposed regulations also preserve the "Weingarten right", which permits union representation at the employee's request when management examines an employee during an investigation and the employee reasonably believes that discipline may follow.
  - Weingarten rights, however, do not apply to criminal or IG Investigations

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Impact To TEAM Kirtland



NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Impact to Team Kirtland

- Current human resource system inadequate to manage the diverse Air Force civilian workforce
  - Hiring too slow and cumbersome
  - Outstanding performers being paid the same as poor performers
  - Inflexible rules hinder ability to act expeditiously
  - Confusing and inefficient disciplinary and appeals procedures fail to allow issues to be resolved in a timely manner

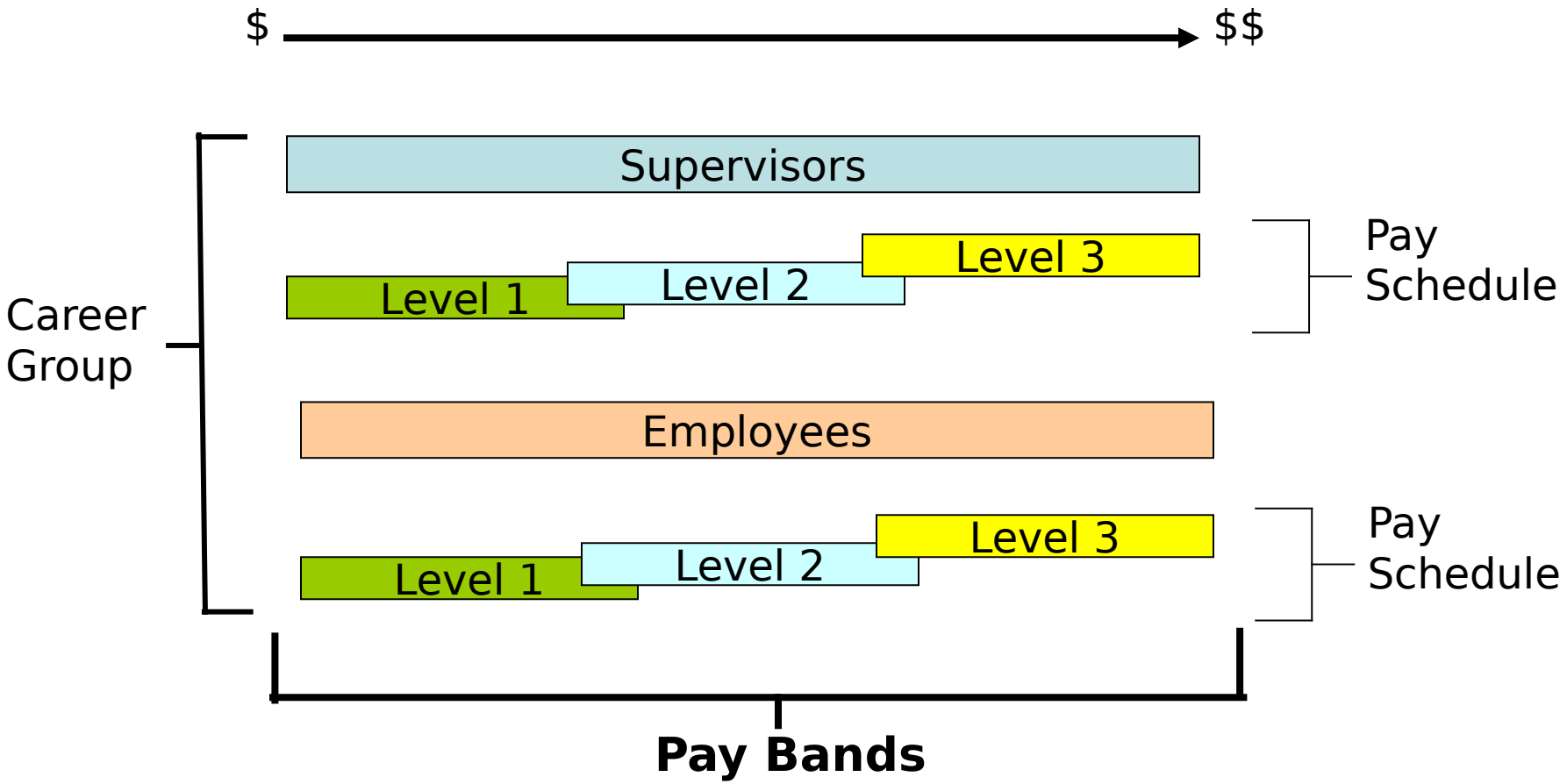
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Starting Salary Flexibility

- **Setting an Employee's Starting Pay (9901.351):** Under NSPS, pay for initial appointment may be set anywhere in the rate range for the assigned pay band, subject to DoD implementing issuances.

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Pay Bands and Pay Schedules



NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

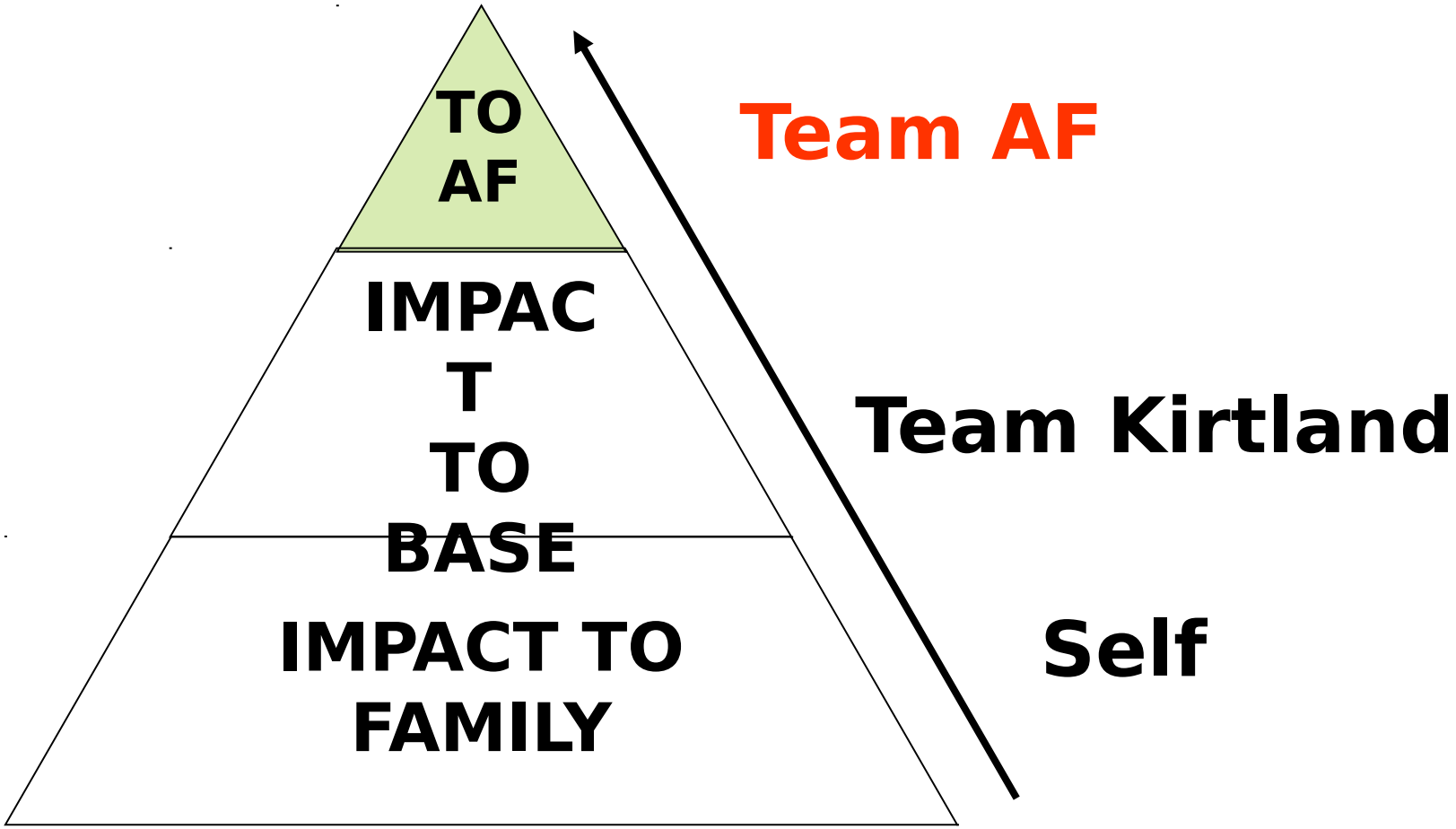
Performance Management

- **Requirements (9901.405):** One of the main goals of this system is to replace the culture of pay-for-longevity with pay-for-results. The performance management system, as defined by DoD, will:
  - Hold supervisors/managers accountable for managing performance.
  - Specify procedures for setting and communicating performance expectations; monitoring performance and providing feedback; and developing, rating, and rewarding performance.

NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Impact to Air Force



NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Impact to Air Force

- Modernize outdated civil service system, and allow the Air Force to attract, recruit, retain, compensate, reward, and manage our employees with a focus on performance, flexibility, and accountability.
- The key elements of the National Security Personnel System include classification, pay/compensation, performance management, hiring/staffing, reduction in force, adverse actions and appeals
- Training is a fundamental aspect of preparing the force for the National Security Personnel System

NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

NSPS Online Resources

http://www.kirtland.af.mil/Organizations/tenant_units/NSPS/index.htm

http://www.cpms.osd.mil/nsps

http://www.dp.hq.af.mil/dpp/dppn/nsps/index.cfm

http://www.airforceonesource.com/ctim/index.aspx?ctim=43

NSPS Fundamentals
This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

TEAM KIRTLAND NSPS PROGRAM OFFICE

E-mail address:

NSPS.Program@kirtland.af.mil

Mr. Mark A. R. Mora, Phone: 853-5354

NSPS Fundamentals

This material is still in the proposal stage and is provided for internal DoD training purposes only. Some or all of this material may or may not appear in its present form in the final NSPS regulations.

Questions?